

## Early Head Start Co-Teacher

### Job Summary

Alta Head Start is seeking an individual to be a co-lead educator in a classroom of infant and toddler's responsible for implementing and overseeing all classroom activities including creating a safe and nurturing learning environment, lesson plans, child assessments, supporting social and emotional development, etc. This position will have the opportunity to work directly with a Co-Teacher and have various supports to create and develop a classroom environment that contributes to the success of each child.

### Job Responsibilities

- Develop daily lesson plans using Creative Curriculum that are individualized for each child and incorporate school readiness goals and social and emotional development.
- Maintain positive relationships with children and parents that is supportive of their needs.
- Create activities that are fun and engaging for children.
- Utilize the Teaching Strategies Gold assessment tool to monitor and track the progress of each child.
- Manage all day to day aspects of the classroom, including meal service, gross and fine motor skills, bathroom breaks, administration of medication as needed, etc.
- Comply with all applicable regulations including Head Start Performance Standards, ODJFS Licensing, and Step Up to Quality.

### Qualifications:

- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain strict confidentiality and discretion.
- Must be able to relate to individuals of all ethnic and social-economic backgrounds.
- Ability to work independently and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.
- Must participate in training opportunities as necessary or assigned.
- Attends all workshops and meetings (i.e. staff, parent) as assigned.
- Responsible for personally maintaining current certifications and/or licensures.
- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.
- Must be able to meet qualifications as required for Step Up To Quality (SUTQ).

## **Expectations**

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

## **Required Qualifications**

Minimum of a Child Development Associate (CDA) required, Associate's Degree in Early Childhood Education or a related field with coursework equivalent to an Associate's Degree in Early Childhood Education preferred. A minimum of two years' experience in a classroom setting required.

Equal Opportunity Employer

[www.altaheadstart.org](http://www.altaheadstart.org)